

The seal of James City County, Virginia, is circular. It features a sailing ship on the water, with the text "James City County" around the top and "Jamestown 1607" at the bottom. The number "204" is centered over the seal.

UTILITY OPERATIONS SPECIALIST II

DEPARTMENT: James City Service Authority/Utility Operations/Underground Utility

NATURE OF WORK:

Performs skilled work in the maintenance and repair of James City Service Authority's water and wastewater infrastructure. Performs as a senior crew member on a rotating basis on the water, wastewater and inflow and infiltration crews. During the absence of a crew leader, is required to perform their duties.

Duties are performed under the general direction of assigned Utility Operations Crew Leader..

ESSENTIAL FUNCTIONS OF THE JOB:

Performs skilled and complex work in the installation, maintenance and repair of James City Service Authority water distribution and wastewater collection systems. This includes mainlines, service lines, valves, hydrants, and all appurtenances.

When acting as the lead person, is responsible for performing related logistical support actions for installation and maintenance actions. Inspects work sites and determines materials, tools, and equipment needed to perform jobs; determines how a job is to proceed and then makes recommendations.

While in the field, meets with general contractors and homeowners to explain work to be done and answers any questions or concerns.

Evaluates damage caused by contractors; assesses cost of repair and prepares appropriate paperwork.

Operates a variety of heavy equipment, i.e. backhoes, trenchers, tampers, combination high pressure jet and vacuum truck. Must maintain skill level as a senior operator.

Leads crew in the process for water main pressure testing and disinfection.

Ensures utility lines, including water, sewer, gas, electric, telephone, and cable have been located.

Conducts smoke testing to discover leaks in the sewer lines and then identifies location of leaks.

Operates closed circuit television camera and equipment to check condition of sewer infrastructure. Performs basic equipment setup and maintenance on CCTV equipment and other related I&I components.

Conducts manhole and mainline inspections that center around James City Service Authority standards. Detects problem areas of sewer lines and notes the location of the problem for repair purposes.

Required to work in confined spaces. Operates hazardous atmosphere testing devices and fills out entry permits.

Required to be on-call on a rotating basis and responds to emergency calls at all hours.

Performs work safely in accordance with departmental safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to the supervisor.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at various work locations throughout the County. Requires working outdoors often under disagreeable or hazardous conditions and in all weather conditions. Work may be executed in manholes and other confined space locations under hazardous conditions. Operates a variety of equipment used in utility construction and maintenance including trenchers, dump trucks, combination vehicles, and a variety of hand and power tools.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge in all areas of the underground utilities including water, wastewater, inflow and infiltration.

Considerable knowledge of the safe and effective use of a wide variety of hand and power tools and equipment.

Ability to operate a variety of medium and heavy equipment.

Ability to work effectively as a team member, while establishing and maintaining harmonious working relationships with others.

Ability to follow oral and written instructions.

Ability to perform strenuous physical labor.

Ability to work independently without direct supervision.

MINIMUM QUALIFICATIONS:

The candidate is to have completed at least one rotation among the water, sewer and inflow and infiltration crews. Must also demonstrate competency in each of the areas including the quick response position as determined by performance oriented evaluation methods. This will include both written and skills testing and annual performance evaluations. Must have met all requirements of the JCSA career ladder strategies.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia commercial driver's license and must have a satisfactory driving record based upon James City County's criteria.

Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices, i.e. respirators (both canister and airline types) and self-contained breathing apparatuses. The incumbent for this position will maintain their ability to fulfill all requirements of the James City Service Authority's Respiratory Protection Program.

Date: April 2002
utopspeii204_102_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Utility Operations Specialist II

Position

Number 204

Department James City Service Authority

Division Utility Operations

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others must have ability to convey technical meanings
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>must be able to use delicate measuring equipment</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength**: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift						✓		✓	
Push/Pull						✓	✓		
Hold/Carry						✓		✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing**: To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☒ 8' to 10' step ladder
☒ Extension ladder
☐ Other _____
☐ Not essential to job function

Stairways

- ☐ 1 flight
☒ 2 flights
☐ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☐ 3-4
☒ Other as many as 25
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run**:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand			✓					✓	
Sit		✓						✓	
Walk		✓						✓	
Run	✓						✓		

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

VII. *Driving:* The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) <u>Heavy construction equipment</u>			